

You have been designated as a delegate for Carol...

**Subject:** You have been designated as a delegate for Carol Schatz (DCBID)  
**From:** "Carol Schatz" <@>  
**Date:** 10/04/2016 01:23 PM  
**To:** sbratton@ccala.org

This message was sent automatically by Microsoft Office Outlook to inform you that you have been designated as a delegate. You can now send messages on my behalf.

You have been given the following permissions on my folders:

Calendar: Editor (can read, create, and modify items)

Tasks: None

Inbox: None

Contacts: None

Notes: None

Journal: None

To open folders for which you have permissions, on the File menu, point to Open, and then click Other User's Folder. For most folder types, you can also click Open a Shared in the Navigation Pane. For example, in Calendar, in the Navigation Pane, click Open a Shared Calendar.

You will also be receiving copies of meeting requests sent to me and will be able to respond to them on my behalf.

You will be able to create and modify Meeting Workspaces on my behalf.